

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Quotation for [Product/Service Name]

We are pleased to provide you with a quotation for [Product/Service Name] as per your request. Below are the details:

1. ****Item Description****: [Description of the item/service]

2. ****Quantity****: [Number of units]

3. ****Unit Price****: [Price per unit]

4. ****Total Price****: [Total amount]

****Delivery Schedule****: [Delivery timeframe]

****Payment Terms****: [Payment conditions]

Please let us know if you require any further information or adjustments to this quotation. We look forward to the opportunity to work with you.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]